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|  | INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL | |
| | Chapter 8: Out-of-Home Services | Effective Date: June 1, 2008 |
| | Section 29: Routine Health Care | Version: 1 |

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| POLICY: | OLD POLICY: N/A |
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For every child in out-of-home care the Indiana Department of Child Services (DCS) will ensure that a general health exam is scheduled within ten (10) business days of placement. The general health exam by the child's Pediatrician, Family Doctor or General Practitioner will include screens for physical, dental, visual, auditory, and developmental health.

Exceptions: An initial general health exam is not mandatory, if the child:

1. Was placed directly from a hospital or physician's office, or
2. Had a documented medical examination within 30 days prior to placement, as part of a child abuse/neglect (CA/N) investigation and the child is exhibiting no signs of illness or new injuries.

DCS will ensure that a mental health screen is completed within five (5) days of removal or opening a case for all children for whom DCS has care and supervision.

DCS will ensure that an initial dental exam and cleaning is scheduled no later than six (6) months after the date of the child's last known exam and cleaning. If no records exist, the child will receive an initial exam and cleaning within 90 days of placement.

DCS will ensure timely and appropriate follow-up care and treatment, if any physical, mental, dental, visual or developmental health issues are identified in the initial, general health exam or at any point thereafter. The following are additional routine health care services:

1. Physical health check-ups, including immunizations, according to the schedule set forth by the American Academy of Pediatrics, as recommended by the child's primary care physician.
2. Dental exams and cleanings every six (6) months.
3. Visual exam every 12 months for children with corrected vision (eyeglasses or contact lenses).

Note: For all other children in out-of-home care, the vision screening performed by the child's primary care doctor at the time of a physical health check-up or those performed at the child's school is sufficient.

4. Hearing exam every 12 months for children with corrected hearing (hearing aid or tubes) or as recommended by the child's physician.

Note: For all other children in out-of-home care, the hearing screening performed by the child's primary care doctor at the time of a physical health check-up or those performed at the child's school is sufficient.

Code Reference

[IC 31-28-1-3: Health Summary Record](#)

PROCEDURE

Family Case Manager Responsibilities

The Family Case Manager (FCM) will ensure that:

1. The Child and Family Team (CFT) is included in the planning and decision making process for the child's ongoing medical care and treatment. See separate policy, [5.7 Child and Family Team Meetings](#).
2. The child's physical, mental health (including substance abuse, if applicable), dental, visual and developmental history is documented and shared with the CFT if applicable and the resource family. See separate policy, [8.27 Maintaining Health Records – Medical Passport](#).
3. The resource family is informed of their responsibilities, as described in Resource Responsibilities, below.
4. The resource family is provided with a copy of this policy and that he/she understands the requirements for all initial and routine health care exams as well as follow-up exams and treatment.
5. A signed copy of this policy is obtained from the resource family and placed in the child's case file.
6. The resource family has received a copy of, understands and has signed all policies related to routine health care, including the following Chapter 8 policies: [8.26 Authorization for Health Care](#), [8.27 Maintaining Health Records – Medical Passport](#), [8.28 Payment for Health Care Services](#) and [8.35 Sex Education and Family Planning](#).
7. The child's Medical Passport is reviewed and updated at each visit with the resource parent (s). Refer to separate policy [8.10 Minimum Contacts](#).
8. The child's parent/guardian/custodian and CFT are updated about the child's medical care. See separate policy, [5.7 Child and Family Team Meetings](#).

Resource Family Responsibilities

The resource parent (s) will:

1. Schedule necessary health care appointments and provide or arrange transportation for the appointment, enlisting the assistance of the CFT as needed. See separate policy, [5.7 Child and Family Team Meetings](#).
2. Ensure that the child receives all initial and routine health care exams as well as follow-up exams and treatment as outlined in the Policy section on page 1.
3. Ensure that the child is provided/offered specialized care and treatment based upon the child's individual assessed needs (e.g. therapy/counseling, medication, drug and alcohol testing and/or treatment, etc.)
4. Ensure that the child receives developmental screenings if developmental delays exist or are suspected.

Note: Developmental screenings are done through First Steps if the child is less than three (3) years of age, and through the school corporation of the child's legal settlement if the child is over the age of three.
5. Obtain treatment authorization prior to any non-routine, non-emergency care and mental health treatment. See separate policy [8.26 Authorization for Health Care](#).

6. Obtain payment authorization prior to any treatments that are not covered by the child's Medicaid or private health insurance. See separate policy, [8.28 Payment for Health Care Services](#).
7. Seek emergency care for the child for the following:
 - a. Serious injury or illness;
 - b. Serious dental issues (e.g. broken teeth, bleeding gums, etc.);
 - c. Mental health issues that place the child at risk for harming himself/herself or others; and
 - d. Serious vision issues (i.e. the child's glasses/contacts are broken or lost).
8. Document all care and treatment received in the child's medical passport. See separate policy [8.27 Maintaining Health Care Records – Medical Passport](#).
9. Immediately inform the FCM of any serious injuries or illnesses experienced by the child.
10. Sign a copy of this policy to acknowledge understanding of and agreement with it's terms.

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| PRACTICE GUIDANCE |
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N/A

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| FORMS AND TOOLS |
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| RELATED INFORMATION |
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Placement Changes

It is not necessary to obtain a general health exam for the child if his/her placement changes unless the placement change was due to allegations of abuse/neglect or the child is exhibiting signs of illness/injury.

Continuity in Child's Health Care

Every effort should be made to take the child to the health care providers that cared for the child before he/she was removed from home. The FCM should get the health care provider contact information from the parent/guardian/custodian or other family members.

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| SIGNATURES |
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By signing below, I acknowledge that I have received a copy of, understand and agree to the terms of this policy.

Resource parent (s) 1:

(Printed name)

(Signature)

(Date)

Resource parent (s) 2:

(Printed name)

(Signature)

(Date)